United Nations ST/IC/2001/52

Secretariat

6 July 2001

Information circular*

To: Members of delegations and staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: **Renovation of the facilities of the Café Austria (Viennese Café)**

1. The purpose of the present circular is to advise that scheduled renovations will affect the usage of the Café Austria (Viennese Café), General Assembly building, First Basement, during the summer months.

2. In order to effect the renovations, during the period from 23 July 2001 to 3 September 2001 the Café Austria area will be blocked off. Although every effort will be made to minimize disruption, demolition and reconstruction work will inevitably create inconveniences such as noise, dust and odours.

3. No food or beverage services will be available in the Café Austria area while the renovation is ongoing. Food and beverage services will be available in the Main Cafeteria from 8 a.m. to 8.30 p.m., Monday to Friday. Coffee, tea, beverages and light snacks are also available in the North Delegates' Lounge snack area from 10 a.m. to 5 p.m., Monday to Friday.

4. Your cooperation during this period of renovation is much appreciated.

* Expiration date of the present information circular: 11 September 2001.

01-44300S (E) 110701

United Nations ST/IC/2001/53

Secretariat

10 July 2001

Information circular*

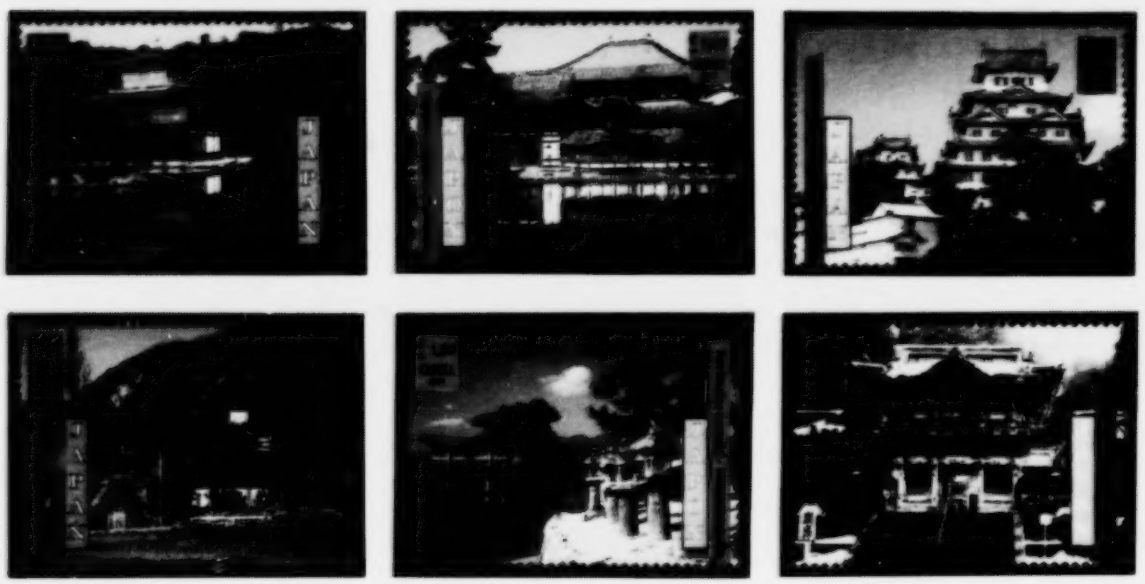
To: Members of delegations and staff

From: The Assistant Secretary-General for Central Support Services

Subject: **First day of issue — 1 August 2001: "World Heritage — Japan" stamps and prestige booklets**

Commemorative stamps

1. On Wednesday, 1 August 2001, the United Nations Postal Administration (UNPA) will issue a set of six commemorative stamps on the theme "World Heritage — Japan".



* Expiration date of the present information circular: 17 August 2001.

01-45105 (E) 130701

2. This is the seventh United Nations stamp issue to illustrate world heritage sites. It is the fifth in a series of stamps and prestige booklets focusing on either one specific world heritage site or a group of world heritage sites in one geographical location. This stamp issue will coincide with the PHILANIPPON'01 stamp exhibition, which will take place at the Tokyo International Exhibition from 1 to 7 August 2001.

3. The stamps, in denominations of 34 and 70 cents, F.s. 1,10 and 1,30, S 7/€ 0,51 and 1,09, were designed by Rorie Katz (United Nations).

(United States equivalents — F.s. 1,10: 62 cents; F.s. 1,30: 73 cents; S 7/€ 0,51: 44 cents and S 15/€ 1,09: 93 cents — subject to exchange rate fluctuation.)

Prestige booklets

4. Also on 1 August 2001, the United Nations Postal Administration will issue its sixth set of prestige booklets. The three booklets on the theme "World Heritage — Japan" have a common design based on the six commemorative stamps for this issue and each contains a total of 24 mint stamps in either United States, Swiss or Austrian denominations. The booklets are priced at $3, F.s. 4,80 and S 36.

(United States equivalents — F.s. 4,80: $2.70 and S 36: $2.24 — subject to exchange rate fluctuation.)

General information

5. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the UNPA official first-day cachets **only**. Members of delegations and the staff can obtain these items on Wednesday, 1 August, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building from 9 a.m. to 5 p.m.;

(b) Counter at the north end of the Secretariat lobby from 9 a.m. to 4 p.m.

6. First-day of issue cancellations can be obtained at a temporary United States Postal Service substation located outside the United Nations Bookshop in the concourse of the General Assembly Building from 9 a.m. to 5 p.m.

7. Information on United Nations stamps can be accessed on the Internet at http://www.un.org/Depts/UNPA.

United Nations ST/IC/2001/54

Secretariat

18 July 2001

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the Professional category and above**

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the Professional category and above, is issued monthly to enhance transparency and to enable the staff to perceive improvements in gender balance throughout the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/1999/8, i.e., placements and promotions will be effective the first day of the month following their approval by the Secretary-General subject to the availability of the post and the assumption of the higher-level functions.

4. The attached list includes placements and promotions approved in June 2001.

* Expiration date of the present information circular: 31 December 2001.

01-46100 (E) 200701

Annex

Placement and promotion
1 to 30 June 2001

Name	*Gender*	*Releasing department office*	*Receiving department office*	*Post level*	*Vacancy number*
Promotion					
Abe, Masato	M	ESCAP	ESCAP	P-3	00-E-ESC-00X176-E-BA
Barberis, Claudia Valeria[a]	F	DPKO	DPKO	P-3	00-A-DPK-001521-I-NY
Gerassimova, Irina	F	UNOG	UNOG	P-3	01-B-UNG-400521-I-GE
Germain, Louis[a]	M	DPI	DPI	P-3	01-A-DPI-001712-I-NY
Lloret Alcaniz, Maria Jose	F	UNOG	UNOG	P-3	01-B-UNG-400581-I-GE
McDougall, Philip Ruari	M	UNOV	UNOV	P-3	01-L-UNV-600-VI
Reinhardt, Cristian[a]	M	DM/OCSS	DPKO	P-3	00-D-DPK-001472-E-NY
Rodrigues, Natercia Fernanda	F	UNOV	UNOV	P-3	01-L-UNV-600-VI
Adjoubei, Iouri	M	ECE	ECE	P-4	00-E-ECE-400332-I-GE
Chia, Lena[a]	F	UNCTAD	UNCTAD	P-4	00-E-TAD-400456-I-GE
De Miranda, Ruth	F	ICSC	ICSC	P-4	01-A-ICS-001828-I-NY
Gagne, Louise	F	DESA	DESA	P-4	[b]
Martella, Joseph Michael	M	DM/OCSS	DM/OCSS	P-4	[b]
Mecheri, Rachida	F	DPI	DPI	P-4	01-I-DPI-001707-I-NY
Mugione Boisseau, Fiorina	F	UNCTAD	UNCTAD	P-4	00-E-TAD-400457-I-GE
Pesut, Miodrag	M	ECE	ECE	P-4	00-E-ECE-400320-I-GE
Spearing, Christopher Patrick[a]	M	DESA	DESA	P-4	01-D-ESA-001365-I-NY
Stefunko, Dezider	M	UNCTAD	UNCTAD	P-4	01-E-TAD-400542-I-GE
Stumpo, Giovanni	M	ECLAC	ECLAC	P-4	01-E-ECL-0X255-I-SC
Tankov, Alexander	M	DESA	DESA	P-4	[b]
Zarrilli Traeger, Simonetta	F	UNCTAD	UNCTAD	P-4	01-L-TAD-400494-I-GE
Cassandra, Michael[a]	M	DDA	DDA	P-5	00-P-DDA-001503-E-NY
Dobrinski, Roumen	M	ECE	ECE	P-5	00-E-ECE-400244-E-GE
Li, Zhengren	M	UNOG	UNOG	P-5	00-T-UNG-400479-I-GE
Schmitz, Peter	M	EOSG	EOSG	P-5	[b]
Tsim, Bok-Kow	M	DGAACS	DGAACS	P-5	00-T-DGA-001363-I-NY
Carey, Margaret Theresa	F	DPKO	DPKO	D-1	00-P-DPK-000822-E-NY
Weisbrod-Weber, Wolfgang	M	DPKO	DPKO	D-1	00-P-DPK-000822-E-NY
Blinder, Eduardo	M	DM/OCSS	DM/OCSS	D-2	00-D-DOM-001632-E-NY
Placement					
Gouy, Clara	F	DPI	UNOG	P-2	01-B-UNG-400582-I-GE
Chaddad, Yasser Amin	M	DGAACS	UNOG	P-3	00-T-UNG-400509-I-GE
Hajji, Hamid	M	ESCWA	UNOG	P-3	00-T-UNG-400509-I-GE

Name	*Gender*	*Releasing department office*	*Receiving department office*	*Post level*	*Vacancy number*
Pulver, Kathryn[a]	F	DGAACS	DGAACS	P-3	00-T-DGA-001383-I-NY
Richards, John[a]	M	DPKO	DPKO	P-3	00-D-DPK-001475-E-NY
Tuason, Mario[a]	M	DM/OPPBA	DESA	P-3	01-F-ESA-001794-I-NY
Tavares-Walsh, Shivona[a]	F	UNEP	DGAACS	P-4	00-A-DGA-001364-E-NY
Zhuravlev, Alexander	M	DGAACS	UNOG	P-4	00-T-UNG-400366-I-GE
Dorani, Dysane Abdallah	M	DPI	DPI/UNIC	P-5	00-I-DPI-001139-E-CA

[a] The Secretary-General approved a list of alternate candidates proposed by the Department in accordance with the provisions outlined in administrative instruction ST/AI/1999/8. Should the selected candidate decline or fail to take up the functions for which he/she has been selected within two months, or vacate the post for any reason within six months of the Secretary-General's decision, another candidate from the short list may be selected by the Secretary-General on the recommendation of the Department head.

[b] The vacancy announcement was waived in accordance with the provisions of administrative instruction ST/AI/1999/8.

United Nations ST/IC/2001/55

Secretariat

18 July 2001

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the General Service and related categories**

1. The purpose of the present information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the General Service and related categories, is issued monthly to enhance transparency within the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/1999/8, i.e., placements and promotions will be effective the first day of the month following their approval by the Secretary-General, subject to the availability of the post and the assumption of the higher-level functions.

4. The attached list includes placements and promotions approved in June 2001.

* Expiration date of the present information circular: 31 December 2001.

01-46103 (E) 200701

Annex

Placement and promotion
1 to 30 June 2001

Name	*Gender*	*Releasing department/ office*	*Receiving department/ office*	*Post level*	*Vacancy number*
Promotion					
Abraham, Joseph	M	DGAACS	DGAACS	TC-4	01-G-DGA-1779-TC4
Alsado, Gassan[a]	M	DGAACS	DGAACS	TC-4	01-G-DGA-1787-TC4
Besido, Renato	M	DGAACS	DGAACS	TC-4	01-G-DGA-1782-TC4
Chang, Alfredo[a]	M	DGAACS	DGAACS	TC-4	01-G-DGA-1787-TC4
Hohenkirk, Lennox	M	DGAACS	DGAACS	TC-4	01-G-DGA-1782-TC4
Kitchener, Lloyd	M	DGAACS	DGAACS	TC-4	01-G-DGA-1779-TC4
Li, Yajun	F	DGAACS	DGAACS	TC-4	01-G-DGA-1782-TC4
Morales, Alfred	M	DGAACS	DGAACS	TC-4	01-G-DGA-1779-TC4
Phoo, Hla	M	DGAACS	DGAACS	TC-4	01-G-DGA-1782-TC4
Snit, Jaroslaw[a]	M	DGAACS	DGAACS	TC-4	01-G-DGA-1787-TC4
Thomas, Shaji	M	DGAACS	DGAACS	TC-4	01-G-DGA-1782-TC4
Zachariah, Mathew[a]	M	DGAACS	DGAACS	TC-4	01-G-DGA-1787-TC4
Chery, Yolette[a]	F	OLA	DM	G-5	01-G-DOM-1703-G5
Fucci, Kathleen[a]	F	DPI	DPI	G-5	01-G-DPI-1759-G5
Ido-Elmahdy, Laila	F	OCHA	OCHA	G-5	[b]
Kovacevic, Fiorence[a]	F	DPKO	DPKO	G-5	01-G-DPK-1661-G5
Ramos, Marie	F	DPA	DPA	G-5	00-G-DPA-1313-G5
Welch, Genevieve	F	DPA	DPA	G-5	00-G-DPA-1313-G5
Win, Thein[a]	M	DPKO	DPKO	G-5	01-G-DPK-1662-G5
Carmichael, Gloria	F	DM/OPPBA	DM/OPPBA	G-6	01-G-OPB-1459-G6
Fan, Chenghong	F	DM/OPPBA	DM/OPPBA	G-6	01-G-OPB-1459-G6
Ginivan, Thomas	M	DM/OCSS	DM/OCSS	G-6	01-G-OCS-1681-G6
Gordon, Michael[c]	M	DM/OPPBA	OLA	G-6	01-G-OLA-1816-G6
Jituboh, Lawrence	M	DM/OPPBA	DM/OPPBA	G-6	01-G-OPB-1459-G6
Win, Khincho	F	UNJSPF	DM/OPPBA	G-6	01-G-OPB-1459-G6
Duncan, Desiree	F	DM/OCSS	DM/OCSS	G-7	01-G-OCS-1648-G7
McCormack, Janet	F	DM/OCSS	DM/OCSS	G-7	01-G-OCS-1673-G7
Murphy, Carole	F	OCHA	OCHA	G-7	[b]

[a] The Secretary-General approved a list of alternate candidates proposed by the Department in accordance with the provisions outlined in administrative instruction ST/AI/1999/8. Should the selected candidate decline or fail to take up the functions for which he or she has been selected within two months or vacate the post for any reason within six months of the Secretary-General's decision, another candidate from the shortlist may be selected by the Secretary-General on the recommendation of the Department head.

[b] The vacancy announcement was waived in accordance with the provisions of administrative instruction ST/AI/1999/8.

[c] Alternate candidate approved by the Secretary-General in May 2001 in accordance with the provisions of ST/AI/1999/8.

United Nations ST/IC/2001/56

Secretariat

24 July 2001

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Membership of the Accountability Panel**

1. By Secretary-General's bulletin ST/SGB/2000/14 of 23 October 2000, staff members were informed of the decision to establish an Accountability Panel to ensure that the Secretariat addresses the findings of its oversight review bodies from a systemic perspective, and to reinforce existing accountability measures.

2. In accordance with section 3 of that bulletin, the Secretary-General has appointed the following officials to serve on the Accountability Panel:

Chairperson:
Deputy Secretary-General

Members:
Joseph Connor
Hans Corell
Jayantha Dhanapala
Kieran Prendergast

3. Mr. Connor and Mr. Corell will serve for a two-year period, from 1 June 2001 to 31 May 2003. Mr. Dhanapala and Mr. Prendergast will initially service for a one-year period, from 1 June 2001 to 31 May 2002.

* Expiration date of the present circular: 31 May 2002.

01-46639 (E) 250701

United Nations ST/IC/2001/57

Secretariat

25 July 2001

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations sabbatical leave programme for the year 2002**

1. The purpose of the present information circular is to invite staff to apply for the sabbatical leave programme in 2002, in accordance with the provisions of ST/AI/2000/4 of 5 April 2000.

Selection of institution

2. Interested staff members are responsible for identifying the institution or organization in which they propose to carry out their studies and for securing their acceptance by that institution or organization. In addition to universities and independent institutions worldwide, including participating research and training centres of the United Nations University (UNU) and institutions that are members of the Academic Council on the United Nations System, study projects may also be pursued in other relevant organizations and institutions. Staff members may wish to consult the list of institutions that are members of the Academic Council on the United Nations System contained in annex II to the present circular and the list of participating research and training centres of UNU contained in annex III.

Application procedures

3. Applicants are requested to complete the application form contained in annex I to the present circular and to submit it, through their respective head of office or department, together with a proposal describing the study that they wish to pursue to the Officer-in-Charge, Sabbatical Leave Programme, Room S-2500, Specialist Services Division, Office of Human Resources Management, New York, NY 10017, by 15 November 2001. Letters of recommendation should be sent to the same address.

4. The proposal, which should not exceed four pages, should contain the following information:

(a) Title of the study;

* Expiration date of the present information circular: 31 December 2002.

01-46913 (E) 010801

(b) Field of the study;

(c) Rationale for the study;

(d) Relationship of the study to the work of the individual and to the work of the Organization;

(e) Outline of topic or topics to be covered;

(f) Study and/or research activities and detailed methodology;

(g) Schedule of work of the study, with an indication of any preparatory work already accomplished;

(h) Usefulness of the expected outcome of the study and its practical implications for the individual and the Organization;

(i) Endorsement by the head of office or department responsible for the work of the applicant during the proposed study.

Applicants should indicate in the application form the name and address of the institution or organization in which they wish to carry out their study project, specifying the type of support services and facilities that the institution or organization is prepared to provide during the period of the sabbatical leave.

5. All proposals will be evaluated by a selection committee on the basis of the criteria set out in administrative instruction ST/AI/2000/4.

6. Each applicant and his/her head of office or department will be informed of the decision of the Selection Committee. The selected staff members will be requested to accept in writing the specified conditions of the award.

7. The application form contained in annex I is also available online (United Nations Intranet — Forms) as form P.298 (8-00).

Annex I

Sabbatical leave programme application form

For the year 2002

Please complete this form and submit it to the Staff Development and Learning Service, Office of Human Resources Management, together with your study proposal, by 15 November 2001.

A. Personal information

Name (last, first, middle initial) _____ Index No. _____

Functional title/field of work _____

Category/level _____ Type of contract _____
(*If fixed-term, state expiration date*)

Department/division/office _____

Name of approving head of office
or department (Director or above) _____

Duty station _____

EOD (United Nations) _____ EOD (present duty station) _____

Title of proposed study project _____

B. Background

1. Relevant work experience. Please indicate any professional experience that enhances your ability to carry out your proposed study project.

2. University studies

Degree	*University/Country*	*Area of study*	*Year graduated*

3. Recommendations: please arrange to have two letters of recommendation sent directly to the Officer-in-Charge, Sabbatical Leave Programme, Staff Development and Learning Service, OHRM, New York, by 15 November 2001. These recommendations should be provided by professionals, within or outside the United Nations, who are familiar with your work and are in a position to appraise your ability to carry out the study you have proposed and to attest to your ability to undertake independent work. In the space provided, give the names, titles and institutional affiliations of the professionals who will be sending the letters of recommendation.

Name	*Title(s)*	*Institutional affiliations*

4. If relevant, please indicate below your teaching and/or research experience, including a list of your publications, if any (*attach an additional sheet if necessary*).

☐ Teaching ☐ Research ☐ Publication

Date	*Subject matter*	*Institution/place*

C. Placement

1. Please indicate the name and address of the institution or organization in which you wish to carry out your study. Please attach copies of any preparatory correspondence relevant to the proposed study.

Name of institution/organization	*Address*

2. Which of the following services and/or facilities, if any, is the institution willing to provide to you during the period of your sabbatical leave (*check as applicable*):

☐ Adviser

☐ Office space

☐ Communication facilities (fax, telephone, computer)

☐ Other _____

N.B. Please keep in mind that, if selected, you are responsible for finalizing arrangements made thus far and for carrying out any related administrative work.

_____ _____

Signature of staff member Date

Reminder: the endorsement of the head of your department or office must be attached.

Annex II

Institutional members of the Academic Council on the United Nations System

American Society of International Law

Arias Foundation for Peace and Human Progress

Center for Environmental Policy
Bard College

Center for the Global South
The American University

Center of International Studies
Princeton University

Center on International Cooperation
New York University

Centre for Foreign Policy Studies
Dalhousie University

Centre for the Study of Globalisation and Regionalisation
University of Warwick

Centro de Estudios Internacionales
El Colegio de México

Centro de Investigación y Docencia Económicas A.C.

Dag Hammarskjöld Library
United Nations

Defence Forces Library
The Military College

Department of Political Science
University of Alberta

Department of Political Science
University of Lund

Dickey Center for International Understanding
Dartmouth College

Elliott School of International Affairs
The George Washington University

Fletcher School of Law and Diplomacy
Tufts University

Global Affairs Institute
Syracuse University

Graduate Institute of International Studies
University of Geneva

Harvard College Library

Institute for Security Studies

Institute for the Study of International Organizations
Long Island University — Brooklyn Campus

Institute of Social Studies, The Hague

Institute of World Economy and International Relations (IMEMO)

International Cooperation Research Association

International IDEA

International Institute for Labour Studies
International Labour Organization

International Peace Academy

Joan B. Kroc Institute for International Peace Studies
University of Notre Dame

Mershon Center
The Ohio State University

Netherlands Institute of International Relations, "Clingendael"

Norwegian Institute of International Affairs

Ralph Bunche Institute on the United Nations
City University of New York

Richard L. Walker Institute of International Studies
University of South Carolina

Stanley Foundation

Stiftung Entwicklung und Frieden Development and Peace Foundation

Thomas J. Watson Jr. Institute for International Studies
Brown University

United Nations Association of the United States

United Nations Research Institute for Social Development

United Nations Staff College

United Nations Studies at Yale
Yale University

United Nations University

United States Institute of Peace

Universidad Externado de Colombia

Annex III

United Nations University participating centres

Under its Charter, adopted by the General Assembly in 1973, the United Nations University (UNU) is a voluntarily funded autonomous organ of the General Assembly that engages in research, postgraduate training and the dissemination of knowledge on pressing global problems of human survival, development and welfare that are the concern of the United Nations and its agencies. UNU is organized on a networking principle. The University headquarters in Tokyo, through its Academic Division, coordinates a number of programmes and project networks. UNU research and training centres conduct in-house research and training and coordinate research a d training involving institutions in many countries.

The location of specific UNU research and training activities and the respective fields of study where staff members on sabbatical leave might consider pursuing study projects at UNU include:

1. **UNU headquarters, Academic Division, in Tokyo**

   Peace and governance

   Sustainable development

2. **UNU Institute of Advanced Studies (UNU/IAS) in Tokyo**

   Eco-restructuring for sustainable development

   Mega-cities and urban development

   Multilateralism and governance

3. **UNU World Institute for Development Economics Research (UNU/WIDER) in Helsinki**

   Economics of transition

   Liberalization and development in sub-Saharan Africa

   Institutional and distributive issues

   International finance and economic issues

   Global governance

4. **UNU Institute for New Technologies (UNU/INTECH) in Maastricht, the Netherlands**

   Socio-economic implications of new technologies

United Nations ST/IC/2001/58

Secretariat

3 August 2001

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2002 national competitive recruitment examinations**

1. The purpose of the present information circular is to invite applications from staff members in the General Service and related categories of the Secretariat who wish to take the national competitive recruitment examinations at the P-2 level in 2002, in accordance with the provisions of administrative instruction ST/AI/1997/1.

2. The 2002 national competitive recruitment examinations will be held from 4 to 8 February 2002 (tentative) in the following P-2 occupational groups: architecture, economics, finance, information technology, library, public information and statistics.

3. A list of the participating Member States and the occupational groups assigned to each participating Member State is contained in the annex to the present circular.

4. Staff members who meet the conditions set out in administrative instruction ST/AI/1997/1 may apply by completing the attached application form and forwarding it to: 2002 NCRE (staff members), Examinations and Tests Section, Room S-2575E, Specialist Services Division/Office of Human Resources Management, by 21 September 2001. The most recent performance appraisal form and copies of all university degrees obtained must be attached to the application. Incomplete applications will not be considered.

* Expiration date of the present information circular: 31 December 2002.

01-49865 (E) 160801

United Nations application form for 2002 national competitive recruitment examination for General Service staff members of the United Nations Secretariat only

Section I. Personal data

Last name: _____ Room No.: _____ Ext.: _____

First name: _____ Index No.: _____

Gender: _____ Grade: _____ Nationality: _____

Department: _____ Duty station: _____

EOD date: _____ Appointment: _____

Date of birth: _____ Expiration date: _____

Section II. Type of examination

Occupational group: _____

Latest copy of performance evaluation report attached: _____

Period covered in performance evaluation report: _____

Copies of degrees attached: _____

This application should be signed and submitted by 21 September 2001 to the Specialist Services Division, Room S-2575E.

Date: _____ Signature: _____

Annex

List of Member States participating in the 2002 national competitive recruitment examination programme and their respective occupational groups

Countries		*Occupational fields*
Angola	Mozambique	Architecture
Australia	Norway	Economics
Bahrain	Palau	Finance
Botswana	Portugal	Information technology
Brazil	Qatar	Library
Brunei Darussalam	Republic of Korea	Public information
France	Republic of Moldova	Statistics
Germany	Samoa	
Greece	Sao Tome and Principe	
Guinea-Bissau	Saudi Arabia	
Indonesia	Tajikistan	
Japan	Tonga	
Kiribati	Tuvalu	
Maldives	United States of America	
Marshall Islands	Uzbekistan	
Monaco	Vanuatu	
China		Economics
		Finance
		Information technology
		Public information
		Statistics

United Nations ST/IC/2001/59

Secretariat

6 August 2001

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Rates of reimbursement for travel by private motor vehicle**

1. Pursuant to section 7 of administrative instruction ST/AI/1998/2 on reimbursement for travel by private motor vehicle, the purpose of the present circular is to inform the staff of the schedule of rates applicable to different groups of countries and territories for travel by private motor vehicle, effective 1 July 2001 (see annex).

2. The present circular supersedes information circular ST/IC/2001/25 of 6 April 2001.

* The present circular will be in effect until further notice.

01-50091 (E) 130801

Annex

Rates of reimbursement for travel by private motor vehicle

Rate group I: 13 cents per mile or 8 cents per kilometre

All countries other than those listed in groups II, III, IV or V below.

Rate group II: 16 cents per mile or 10 cents per kilometre

Anguilla
Australia
Azerbaijan
Bahamas
Bangladesh
Belize
Bermuda
Bolivia
Bosnia and Herzegovina
Burkina Faso
Cambodia
Cape Verde
Comoros
Cook Islands
Costa Rica
Dominican Republic
Ethiopia
Fiji
Guinea
Guyana
Haiti
Israel
Jordan
Kazakhstan
Kiribati
Kyrgyzstan
Madagascar
Malaysia
Maldives
Morocco*
Mozambique
Nepal
Netherlands Antilles
New Caledonia*
Oman
Philippines
Republic of Korea
Republic of Moldova
Russian Federation
Slovakia
Sri Lanka
Syrian Arab Republic
Togo
United Arab Emirates
Viet Nam
Zambia

Rate group III: 20 cents per mile or 12.4 cents per kilometre

Antigua and Barbuda
Barbados
Bhutan
British Virgin Islands
Cameroon
Canada
Cayman Islands
Central African Republic
Chad
Djibouti
El Salvador
Equatorial Guinea*
Gambia
Greece*
India
Kenya*
Kuwait
Lao People's Democratic Republic
Liberia
Macau
Malawi
Mali*
Mauritius
Mongolia
Montserrat
Niger
Niue
Panama
Papua New Guinea*
Paraguay
Saint Kitts and Nevis
Saint Lucia
Saint Vincent and the Grenadines
Senegal
Sierra Leone
Singapore
Tunisia
United Republic of Tanzania
United States of America
Vanuatu

Europe: All countries in Europe except those listed in groups II, IV or V.

* Indicates a change in the grouping.

Rate group IV: 23 cents per mile or 14.3 cents per kilometre

Armenia
Austria*
Belgium
Chile
Côte d'Ivoire*
Croatia
Democratic People's Republic of Korea
Denmark*
Dominica
Germany
Grenada
Latvia*
Lithuania
Malta
Mauritania
Mexico
Netherlands*
Nicaragua
Peru
Seychelles
Slovenia
Spain
Switzerland
West Bank and Gaza Strip

Rate group V: 28 cents per mile or 17.5 cents per kilometre

Argentina
Belarus
Cuba
Finland
France
Hong Kong, China
Iceland
Ireland
Italy
Jamaica
Japan
Norway
Portugal
Sweden
United Kingdom of Great Britain and Northern Ireland
Uruguay

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* Indicates a change in the grouping.

United Nations ST/IC/2001/60

Secretariat

8 August 2001

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Working hours during the fifty-sixth session of the General Assembly**

1. The fifty-sixth session of the General Assembly will open on Tuesday, 11 September 2001, in accordance with rule 1 of the rules of procedure of the General Assembly, as amended by General Assembly resolution 55/14 of 3 November 2000. Accordingly, the number of normal working hours per day will be eight and one half from 11 September 2001 until the last day of the main part of the regular session of the General Assembly.

2. Heads of departments or offices may authorize staggered working hours in accordance with administrative instruction ST/AI/408, provided it will not interfere with the efficiency of the Organization. Essential services must be maintained at all times to best meet the requirements of the General Assembly.

3. From the day following the last day of the main part of the fifty-sixth session of the General Assembly, the working hours per day will be eight, until further notice.

* Expiration date of the present information circular: 31 December 2001.

01-50438 (E) 140801

United Nations ST/IC/2001/61

Secretariat

10 August 2001

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Revised salary scales for staff in the Language Teacher category at Headquarters**

1. As indicated in paragraph 1 of information circular ST/IC/2000/53 of 9 August 2000, the International Civil Service Commission (ICSC), in accordance with article 12 of its statute, undertook a comprehensive survey of the best-prevailing conditions of employment in New York for the purpose of making recommendations to the Secretary-General on salary scales of staff in the General Service and related categories at Headquarters.

2. With regard to the Language Teacher category, the Commission indicated that the list of comparators during the time of the survey was not sufficient. As a consequence, the Commission requested the United Nations to expand the list of comparators and to submit its findings at the next session of ICSC, in spring 2001, for final review and approval. In addition, the Commission decided that the 2.0 per cent cost-of-living adjustment, which was warranted in January 2000, be granted to staff in the Language Teacher category, effective 1 January 2000.

3. I am pleased to announce that the data collection and its analysis have concluded and, based on the recommendation of the Chairman of ICSC, the Secretary-General has decided to promulgate the revised salary scale for staff in the Language Teacher category at Headquarters. The Secretary-General has further decided that the scale should be implemented with effect from 1 May 2000 since salary data collected by the Commission relate to that month.

4. The Commission concluded that the result of the survey for the Language Teacher category warranted a 5.8 per cent increase over current net salaries (1 January 2000). The revised salary scale, effective 1 May 2000, is set out in the annex, section A.

* The present circular, which cancels and supersedes ST/IC/1999/11 and Corr.1 of 28 January and 15 April 1999, respectively, and ST/IC/2000/54 of 16 August 2000, will be in effect until further notice.

01-50692 (E) 170801

5. With regard to the amounts of dependency allowances, the revised amounts indicated in paragraph 8 of information circular ST/IC/2000/53, effective 1 May 2000, also apply to the Language Teacher category.

6. In addition, the net salaries of staff in the Language Teacher category (effective 1 May 2000) will be adjusted upward by 2.57 per cent, with effect from 1 May 2001, in application of the current procedure for effecting interim adjustments to the salary scales for staff in the General Service and related categories at Headquarters, as announced in ST/IC/2001/39 dated 31 May 2001. The amount of dependency allowances remains unchanged. The revised salary scale, effective 1 May 2001, is set out in the annex, section B.

7. The implementation of the revised salary scales in the preceding paragraphs will be reflected in payroll at the end of August 2001.

8. Those former staff members in the Language Teacher category who left the service of the United Nations between 1 May 2000 and 31 July 2001 will be eligible to receive the retroactive increases that have resulted from the implementation of the revised salaries upon presentation of a written claim to their former executive offices. Such claims must be made within one year of the date of issuance of the present information circular.

Annex

Revised salary scales for staff in the Language Teacher category at Headquarters

A. Salary scale for staff in the Language Teacher category at Headquarters

(United States dollars)

Effective 1 May 2000

Level		*STEPS*											
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII**
Language Teacher	(Gross)	56 528	58 449	60 396	62 455	64 514	66 574	68 633	70 693	72 752	74 812	76 871	78 930
	(Gross pension)	55 355	57 201	59 046	60 912	62 833	64 753	66 673	68 593	70 514	72 434	74 354	76 275
	(Total net)	43 831	45 252	46 673	48 094	49 515	50 936	52 357	53 778	55 199	56 620	58 041	59 462
	(Net pension)	43 831	45 252	46 673	48 094	49 515	50 936	52 357	53 778	55 199	56 620	58 041	59 462
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Work schedule: the yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave with pay.

Dependency allowances (US$ net per annum):

Child	1 803
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 303

Language allowance: not entitled.

* Long-service step:

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pension:	Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Net pension:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salary.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

B. Salary scale for staff in the Language Teacher category at Headquarters

(United States dollars)

Effective 1 May 2001

Level		STEPS											
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII*
Language Teacher	(Gross)	58 047	60 019	62 132	64 245	66 358	68 471	70 584	72 697	74 810	76 923	79 036	81 149
	(Gross pension)	56 778	58 671	60 564	62 478	64 447	66 417	68 387	70 356	72 326	74 296	76 265	78 235
	(Total net)	44 955	46 413	47 871	49 329	50 787	52 245	53 703	55 161	56 619	58 077	59 535	60 993
	(Net pension)	44 955	46 413	47 871	49 329	50 787	52 245	53 703	55 161	56 619	58 077	59 535	60 993
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Work schedule: the yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave with pay.

Dependency allowances (US$ net per annum):

Child	1 803
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 303

Language allowance: not entitled.

* Long-service step:
The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salary.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

United Nations ST/IC/2001/62

Secretariat

17 August 2001

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the Professional category and above**

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the Professional category and above, is issued monthly to enhance transparency and to enable the staff to perceive improvements in gender balance throughout the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/1999/8, i.e., placements and promotions will be effective the first day of the month following their approval by the Secretary-General subject to the availability of the post and the assumption of the higher-level functions.

4. The attached list includes placements and promotions approved in July 2001.

* Expiration date of the present information circular: 31 December 2001.

01-51473 (E) 220801

Annex

Placement and promotion
1 July 2001 to 31 July 2001

Name	*Gender*	*Releasing Department/ Office*	*Receiving Department/ Office*	*Post level*	*Vacancy number*
Promotion					
Alvarez-Rivero, Tarcisio Segundo	M	DESA	DESA	P-3	00-E-ESA-001454-I-NY
Canales, Sandra Jeannette	F	DM/OPPBA	DM/OPPBA	P-3	01-F-DOM-001690-I-NY
Curry, Gaynel Diana	F	OHCHR	OHCHR	P-3	00-L-CHR-400605-I-GE
Yuen, Peter	M	DM/OPPBA	DM/OPPBA	P-3	01-F-DOM-001690-I-NY
Zaccheo, Michele	M	DPI	DPI	P-3	01-I-DPI-001766-I-NY
Baez, Julio Alberto[a]	M	OLA	OLA	P-4	01-L-OLA-001808-I-NY
Baldwin-Penn, Elizabeth Gibbs	F	DPI	DPI	P-4	01-I-DPI-001717-I-NY
Chen, Feng	M	DGAACS	DGAACS	P-4	01-T-DGA-001700-I-NY
Eom, Kyoung-Soo[a]	M	DPKO	DPKO	P-4	01-Z-DPK-001612-E-NY
Miyamura, Hiroko[a]	F	DPA	DPKO	P-4	01-Z-DPK-001531-E-NY
Nugent, Teresa	F	DESA	DESA	P-4	01-A-ESA-001793-I-NY
Sergueev, Igor	M	UNOG	UNOG	P-4	01-T-UNG-400550-I-GE
Vich, Barthelemy	M	UNOG	UNOG	P-4	00-T-UNG-400512-I-GE
Zhang, Qiyun	F	DGAACS	DGAACS	P-4	01-T-DGA-001700-I-NY
Zhang, Ying	F	DGAACS	DGAACS	P-4	01-T-DGA-001700-I-NY
Ahmad, Mahbub	M	DPI	DPI	P-5	[b]
Cosio, Tatiana	F	DPA	DPA	P-5	00-P-DPA-001496-E-NY
De Sutters, Christian[a]	M	ESCAP	ESCAP	P-5	01-T-ESC-0X2029-E-BA
De Tomassi, Furio	M	DESA	DESA	P-5	[b]
Echavarren-Laroche, Maria Del Carmen	F	UNOG	UNOG	P-5	00-T-UNG-400478-I-GE
Froseth, Rune[a]	M	DM/OCSS	OCHA	P-5	00-D-CHA-001280-E-NY
Radwan, Aly	M	UNOG	UNOG	P-5	01-T-UNG-400557-I-GE
Salaheldin, Salwa	F	UNOG	UNOG	P-5	01-T-UNG-400459-I-GE
Hooley, Brian	M	UNOG	UNOG	D-1	00-T-UNG-400430-E-GE
Garonna, Paolo	M	ECE	ECE	D-2	00-E-ECE-400278-E-GE
Placement					
Chiang, Chia-Yin[a]	F	ECLAC	DPKO	P-3	00-A-DPK-001132-E-NY
Teng, Wenning	M	ESCAP	UNOV	P-3	01-T-UNV-601-VI

[a] The Secretary-General approved a list of alternate candidates proposed by the Department in accordance with the provisions outlined in administrative instruction ST/AI/1999/8. Should the selected candidate decline or fail to take up the functions for which he/she has been selected within two months, or vacate the post for any reason within six months of the Secretary-General's decision, another candidate from the shortlist may be selected by the Secretary-General on the recommendation of the Department head.

[b] The vacancy announcement was waived in accordance with the provisions of administrative instruction ST/AI/1999/8.

United Nations ST/IC/2001/63

Secretariat

17 August 2001

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the General Service and related categories**

1. The purpose of the present information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the General Service and related categories, is issued monthly to enhance transparency within the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/1999/8, i.e., placements and promotions will be effective the first day of the month following their approval by the Secretary-General, subject to the availability of the post and the assumption of the higher-level functions.

4. The attached list includes placements and promotions approved in July 2001.

* Expiration date of the present information circular: 31 December 2001.

01-51475 (E) 220801

Annex

Placement and promotion
1 to 31 July 2001

Name	*Gender*	*Releasing Department/Office*	*Receiving Department/Office*	*Post level*	*Vacancy number*
Promotion					
Baltazar, Cynthia	F	DM/OCSS	DM/OCSS	G-5	01-G-OCS-1565-G5
Del Rosario, Cynthia	F	DM/OCSS	DM/OCSS	G-5	[a]
Fora, Susan	F	DESA	DESA	G-5	[a]
Garcia, Brenda[b]	F	DPKO	DPKO	G-5	01-G-DPK-1803-G5
Karunanayake, Neshantha	M	DM/OCSS	DM/OCSS	G-5	[a]
Lakrim, Nadia[b]	F	DGAACS	DGAACS	G-5	01-G-DGA-1674-G5
Langlois, Yolanda[b]	F	DPI	DPI	G-5	01-G-DPI-1909-G5
Lemieux, Line[b]	F	DGAACS	DGAACS	G-5	01-G-DGA-1674-G5
Little, Edward	M	DM/OCSS	DM/OCSS	G-5	01-G-OCS-1671-G5
Mafabi, Joyce	F	DM/OCSS	DM/OCSS	G-5	01-G-OCS-1564-G5
Martinez, William	M	DM/OCSS	DM/OCSS	G-5	[a]
Murthy, Janaki	F	UNOIP	UNOIP	G-5	01-G-OIP-1366-G5
Pieries, Charmaine	F	DM/OCSS	DM/OCSS	G-5	01-G-OCS-1762-G5
Ramirez, Brenda	F	DM/OCSS	DM/OCSS	G-5	01-G-OCS-1704-G5
Robert, Lucie[b]	F	DGAACS	DGAACS	G-5	01-G-DGA-1674-G5
Salvador, Benilda[b]	F	DGAACS	DGAACS	G-5	01-G-DGA-1836-G5
Bance-Philippe, Medjine	F	DESA	DESA	G-6	[a]
Fernandes, Vilma	F	DESA	DESA	G-6	[a]
Nunez, Francisco	M	DM/OCSS	DM/OCSS	G-6	[a]
Ohannessian, John[c]	M	DM	DM	G-6	00-G-DOM-1519-G6
Tawfik, Marcelle	F	DPI	DPI	G-6	01-G-DPI-1694-G6
Xavier, Maria del Carmen	F	DM/OPPBA	DM/OPPBA	G-6	01-G-OPB-1822-G6
Frankard-Little, Beatrice	F	DESA	DESA	G-7	00-G-ESA-1524-G7
Lee, Fung Hay	M	DM/OCSS	DM/OCSS	G-7	01-G-OCS-1840-G7

[a] The vacancy announcement was waived in accordance with the provisions of administrative instruction ST/AI/1999/8.

[b] The Secretary-General approved a list of alternate candidates proposed by the Department in accordance with the provisions outlined in administrative instruction ST/AI/1999/8. Should the selected candidate decline or fail to take up the functions for which he or she has been selected within two months or vacate the post for any reason within six months of the Secretary-General's decision, another candidate from the shortlist may be selected by the Secretary-General on the recommendation of the department head.

[c] The Secretary-General has approved the promotion of the staff member to the G-5 level against a post at the G-6 level.

United Nations ST/IC/2001/64

Secretariat

23 August 2001

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: **Arrangements for admission to the premises at United Nations Headquarters during the fifty-sixth session of the General Assembly**

1. The present circular describes the arrangements that will be in effect at Headquarters for admission to the premises, as well as arrangements with respect to parking, catering facilities and commercial operations, during the fifty-sixth session of the General Assembly. A separate information circular will be issued on security arrangements for admission to United Nations Headquarters that will be in effect during the 27th special session of the General Assembly, from 19 to 21 September 2001, and during the general debate, from 24 September to 5 October 2001.

Admission to Headquarters buildings

2. Staff members, affiliates and accredited members of non-governmental organizations and the information media will be admitted to the United Nations premises only upon presentation of a valid United Nations identification card (grounds pass) or laissez-passer. All are reminded that, in view of the need for heightened security measures, the provisions of Secretary-General's bulletin ST/SGB/259 of 2 July 1993 on the wearing of identification cards will be strictly enforced. It is the responsibility of staff members to ensure that their identification cards are current; expired cards will be replaced by the Pass and Identification Unit of the Security and Safety Service, located on the ground floor of the UNITAR Building at 45th Street and First Avenue, upon presentation of an application obtained from the staff member's Executive Office. Staff members who arrive without their grounds passes will be directed to the visitors' entrance at 46th Street, where they will be required to pass through a magnetometer. A day pass can be obtained at the information desk in the lobby of the General Assembly Building upon verification of the staff member's identity. The hours of operation of the information desk are 9 a.m. to 5.30 p.m.

* Expiration date of the present information circular: 31 August 2002.

01-51950 (E) 280801

Access through the delegates' entrance

3. During the fifty-sixth session, the gate at 45th Street and First Avenue and the delegates' entrance will be reserved for use by members of delegations. Staff members and affiliates are requested to use other access points.

Pass and Identification Offices, UNITAR Building and North Lawn Facility

4. In preparation for the special session of the General Assembly on children and in advance of the general debate of the fifty-sixth session of the Assembly, the Pass and Identification Office, located in the UNITAR Building, 801 United Nations Plaza, corner of 45th Street and First Avenue, will be open to staff members and members of delegations. Representatives of non-governmental organizations and members of the media will be assisted with accreditation at the North Lawn Facility, located at the First Avenue and 47th Street entrance. The days and hours of operation for the Pass and Identification Office at the UNITAR Building and North Lawn Facility will be as follows:

Date	*Hours of operation*
Saturday, 15 September	10 a.m.-6 p.m.
Sunday, 16 September	10 a.m.-6 p.m.
Monday, 17 September	8.30 a.m.-6 p.m.
Tuesday, 18 September	8.30 a.m.-6 p.m.
Wednesday, 19 September	8 a.m.-6 p.m.
Thursday, 20 September	9 a.m.-5.30 p.m.
Friday, 21 September	9 a.m.-5.30 p.m.
Saturday and Sunday, 22 and 23 September	10 a.m.-6 p.m.

Access for members of non-governmental organizations

5. All members of non-governmental organizations (NGOs) with valid United Nations grounds passes will be admitted via the visitors' entrance at 46th Street and First Avenue or at the Secretariat entrance at 42nd Street and First Avenue, where they will be required to pass through a magnetometer. During the two weeks of the general debate, from Monday, 24 September, to Friday, 5 October 2001, and thereafter whenever heightened security considerations require extra measures, the NGO doorway at 46th Street shall be the only entry point into United Nations Headquarters for members of NGOs. Members of NGOs who are accredited to the United Nations for a specific period of time may enter United Nations Headquarters only through the NGO doorway at the 46th Street entrance.

Access for members of the information media

6. Members of the media with valid United Nations grounds passes may use the visitors' entrance at 46th Street and First Avenue or the entrance at 42nd Street and First Avenue, where they will be required to pass through a magnetometer. Resident correspondents without equipment are exempt from screening through metal detectors and may enter via the 42nd Street entrance. Members of the media with temporary passes may use only the 46th Street entrance.

Access for interns

7. Interns with valid United Nations grounds passes will be admitted via the visitors' entrance at 46th Street and First Avenue or through the Secretariat entrance at 42nd Street and First Avenue, where they will be required to pass through a magnetometer. During the two weeks of the general debate, from Monday, 24 September, to Friday, 5 October 2001, and thereafter whenever heightened security considerations require extra measures, the entrance at 46th Street shall be the only entry point into United Nations Headquarters for interns.

Access to restricted areas

8. The second floor of both the General Assembly Building and the Conference Building are reserved for members of delegations, staff conducting official business in the area and accredited members of the information media, in accordance with established procedures. In all cases, valid United Nations identification will be required.

9. Access to the second floor, including the North Lounge and the General Assembly Hall, will be permitted only upon presentation of a secondary pass for the fifty-sixth session of the General Assembly, together with a United Nations grounds pass. Secondary passes will be issued by the Pass and Identification Unit, in accordance with arrangements made by executive offices. Identification cards and secondary passes are subject to verification by security officers and must be worn in such a manner as to be easily visible.

10. The South Lounge on the second floor of the Conference Building, excluding the adjoining Security Council Lounge, is open to staff members when the Security Council is not in session.

11. To the extent that space is available, staff members, retirees, interns and members of non-governmental organizations will be accorded access to the gallery seating areas of the General Assembly Hall and conference rooms upon presentation of their grounds passes. On certain days, however, special arrangements may be in effect.

Admission of non-United Nations persons

12. Staff members are reminded of the existing security arrangements, under which all visitors on official business (maximum of five) and invited guests (maximum of three), including family members, must enter through the visitors'

entrance at 46th Street and pass through a magnetometer prior to requesting admission to the Secretariat Building at the information desk. An information assistant will verify the visit with the respective staff member before a visitor's day pass is issued. Staff members must escort their visitors and guests at all times when they are in United Nations buildings. Visitors and guests, including children over the age of 17, will be required to submit a piece of personal identification bearing a photograph to the security officer stationed at the information desk. In order to avoid inconvenience, visitors and guests should be informed in advance that photo identification is required.

13. During peak periods of the General Assembly, staff members are urged to restrict visits by outside persons to those involving official business only. It will be the responsibility of each staff member to meet his or her guests, accompany them at all times and later escort them back to the public area in the General Assembly Building lobby. No guest will be permitted to enter restricted areas.

Tours

14. During the period from Monday, 17 September, to Friday, 21 September 2001, regular guided tours will be suspended. Guided tours will resume for one day on Saturday, 22 September 2001, and will be suspended again from Sunday, 23 September, to Friday, 28 September. On Saturday and Sunday, 29 and 30 September, guided tours will resume and the building will be open to the public. Guided tours will be suspended again from Monday, 1 October, to Friday, 5 October. The building will reopen to the public on Saturday, 6 October 2001, and the guided tours will resume a regular daily and weekend schedule.

Traffic in the Secretariat Circle

15. Vehicular access through the gate at First Avenue and 43rd Street will continue to be restricted to vehicles of the permanent representatives and observers to the United Nations; no other vehicles will be permitted access to the Secretariat Circle. However, exceptions will be made for disabled persons, upon appropriate certification by the Medical Service.

Parking

16. Parking for staff members in the garage will be limited to those who possess a regular parking permit. When exigencies of service require the use of a vehicle, a limited number of temporary permits may be issued to staff members upon written justification by their Executive Office and approval by the Garage Review Board. Parking permits must be readily visible to security officers at entry points and prominently displayed while the vehicles are parked on the premises. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons. Passengers who are not in possession of valid United Nations identification must leave the vehicle before it enters the premises.

17. Vehicles other than those belonging to permanent representatives or observers to the United Nations will be required to enter the garage via the 48th Street

entrance. Vehicles may leave through the 42nd Street exit between 5 p.m. and 7 p.m. from Monday to Friday, or between 6 a.m. and 8 p.m. through the 48th Street entrance. At all other times, vehicles must exit through the main gate at 43rd Street. Traffic lanes on the service road and roadways in the garage must be kept free of stationary vehicles at all times.

18. All vehicles entering the premises are subject to search.

Dining room, other catering facilities and commercial operations

19. The hours of service for the Delegates' Dining Room are 11.30 a.m. to 2.30 p.m. Staff members are encouraged to make reservations for the Delegates' Dining Room (ext. 3-7625) for 11.30 a.m., 12 noon or after 2 p.m., since the demand at 1 p.m. is usually heavy. During the general debate, access to the Delegates' Dining Room for lunch will be restricted to persons holding a valid United Nations grounds pass or laissez-passer. From 11 September to 5 October 2001, reservations for private dinners or receptions will be accepted only from permanent and observer missions and United Nations bodies. The Ex-press Bar on the third floor of the General Assembly Building may not be used for parties when the General Assembly is meeting.

20. Staff members whose lunch hour is not determined by the schedule of meetings are urged to use the cafeteria when it is least crowded, that is, before 12.15 p.m. and after 1.45 p.m. Alternative facilities in the following areas may also be used: the Staff Cafe on the fourth floor, the UNCA Club on the third floor, the Vendery on the third floor of the General Assembly Building, the coffee shop in the first basement of the General Assembly Building (visitors' area), the cafeteria on the third floor of the DC-1 Building and the cafeteria located on the first floor of UNICEF House.

21. The hours of operation of the various facilities during the fifty-sixth session of the General Assembly will be as follows:

11 September to 5 October 2001

UNCA Club (Secretariat Building, third floor)

Monday-Friday	12 noon-3 p.m.

11 September 2001 to the end of the session

Cafeteria (Secretariat Building, first floor)

Monday-Friday	8 a.m.-8.30 p.m.
Saturday	9 a.m.-3 p.m.

Staff Cafe (Conference Building, fourth floor)

Monday-Friday	12 noon-3 p.m.

Vendery (General Assembly Building, third floor)

Monday-Sunday	Open 24 hours

North Lounge (Conference Building, second floor)

Monday-Friday (snack bar)	10 a.m.-5 p.m.
Monday-Friday (bar)	11 a.m.-8 p.m.

Delegates' Dining Room (Conference Building, fourth floor)

Monday-Friday	11.30 a.m.-2.30 p.m.

Coffee shop (General Assembly Building concourse, first basement)

Monday-Sunday	8.30 a.m.-4.30 p.m.

Café Austria (General Assembly Building, first basement)

Monday-Friday	9 a.m.-6 p.m.

DC-1 cafeteria, third floor

Monday-Friday	8 a.m.-6 p.m.

UNICEF cafeteria (UNICEF House, first floor)

Monday-Friday	8.30 a.m.-4.30 p.m.

Gift Centre (General Assembly Building concourse, first basement)

Monday-Sunday	9 a.m.-5.30 p.m.

UNPA stamp counter (General Assembly Building concourse, first basement)

Monday-Sunday	9 a.m.-5.30 p.m.

Bookshop (General Assembly Building concourse, first basement)

Monday-Sunday	9 a.m.-5.30 p.m.